TO: DISTRICT MANAGERS
HOSPITAL MANAGERS, COMMUNITY HEALTH CENTRE MANAGERS
HEADS OF INSTITUTIONS
HEAD OFFICE MANAGERS

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No. G66/2019

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:-

1. The following documents must be submitted:-
   (a) Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za.
   (b) Curriculum Vitae, certified copies of identity document, highest educational qualifications and professional registration certificates - not copies of certified copies.

2. The Reference Number must be indicated in the column provided on the form Z.83.

3. Persons with disabilities should feel free to apply for the post.

NB: (a) Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted.

(b) The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).
4. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

5. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications.

6. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum of the advertised post are free to apply.

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE FOR APPLICATIONS IS 01November 2019

HEAD: DEPARTMENT OF HEALTH
KWAZULU-NATAL
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will **NOT** be accepted. Persons with disabilities should feel free to apply for the post. • The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

POST : OFFICE ADMINISTRATOR: LEVEL 8: OFFICE OF THE HEAD HEALTH: REFERENCE NO: G80/2019

CLUSTER : OFFICE OF HEAD: HEALTH

CENTRE : HEAD OFFICE: PIETERMARITZBURG:

SALARY : Salary Notch: R316 791.00 per annum Salary Level 8

**APPOINTMENT REQUIREMENT:** • An appropriate Degree or National Diploma in Public Management and/or Business Management • At least 3 to 5 years’ administration experience in an Executive Office environment **PLUS.** • Unendorsed valid Code B driver’s license (Code 08).

**NB:** All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

**KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED:** The incumbent of this post will be responsible to provide administrative and financial support to the Office of Head: Health and coordinate activities enabling the Office to function optimally within the prescribed governance framework and as such the ideal candidate must:-

• Possess Good understanding of operational processes within a senior management/Executive...
office environment.
- Possess high level of accuracy and time keeping.
- Excellent communication skills (both verbal and written).
- Personal skills, Organisational and minutes taking skills.
- Good understanding of financial and SCM environment.
- Have the ability to work in a highly pressurized environment

**KEY PERFORMANCE AREAS:**

- Render procurement services for the office and maintain sound financial systems within the office, inclusive of the processing of payments and appropriate financial control measures/risk management and reporting arrangements.
- Provide administrative support for meetings and secretariat services for the Office of Head: Health.
- Carry out all logistical arrangements for the meetings, workshops, oversight visits, seminars and Legislature Calendar parliamentary activities and convey information to all the identified stakeholders.
- On request of Director, conduct investigation of general nature, access information databases and develop presentation documents, submissions and reports.
- Maintain effective and efficient administrative systems, databases and procedures in the Office of the Head: Health.
- Ensure effective, efficient and economical management and utilization of resources allocated to the sub-component.

**ENQUIRIES** : MS S CHEATLE : 033 – 395 2799

**APPLICATIONS** : All applications should be forwarded to: The Chief Director: Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or hand deliver to – 330 Langalibalele Street, Natalia Building, Registry – Minus 1: North Tower

**FOR ATTENTION** : MRS B C SHELEMBE